## CITY OF NEWTON PURCHASING DEPARTMENT

#### CONTRACT FOR THE NEWTON PUBLIC SCHOOLS

# PROJECT MANUAL: SUPPLY AND DELIVER PAPER SUPPLIES TO CAREER AND VOCATIONAL TECHNICAL EDUCATION DEPARTMENT INVITATION FOR BID #12-07

Bid Opening Date: August 11, 2011 at 10:30 a.m.

JULY 2011 Setti D. Warren, Mayor

#### PURCHASING DEPARTMENT

#### **INVITATION FOR BID #12-07**

The City of Newton invites sealed bids from Contractors for:

#### NPS - Supply and Deliver Paper Supplies to Career and Vocational Technical Education Department

Bids will be received until: **10:30 a.m., August 11, 2011** at the Purchasing Department, Room 204, Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459. Immediately following the deadline for bids all bids received within the time specified will be publicly opened and read aloud.

The term of the awarded contract shall extend from the time of execution for approximately **twelve** (12) **months through August** 31, 2012. If for any part thereof during the term of this Agreement, funds for the discharge of the City's obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate.

Award will be made to the lowest, responsible, and responsive bidder for <u>all items</u> based on the Grand Total. Any bidder not providing prices for all line items may be deemed unresponsive and therefore rejected. **Inside deliveries to Newton North High School – Career and Vocational Technical Education Department and the Education Center both located within the City of <b>Newton is required to start upon the execution of this contract.** The dollar value of the contract may not be increased by an amount more than twenty five percent (25%) of the contract total.

Contract Documents will be available on line at <a href="www.ci.newton.ma.us/bids">www.ci.newton.ma.us/bids</a> or for pickup at Newton City Hall, Room 204, Purchasing Department, 1000 Commonwealth Avenue, Newton Centre, MA 02459 after 10:00 a.m., July 28, 2011.

There will be no charge for contract documents.

#### Bid surety is not required with this bid.

All bids are subject to the provisions of M.G.L. Chapter 30B. F.O.B. Destination inside individual schools, Newton, MA.

All bids shall be submitted as one (1) ORIGINAL and two (2) COPIES.

All City of Newton bids are available on the City's web site at <a href="www.ci.newton.ma.us/bids">www.ci.newton.ma.us/bids</a>. It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda's will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you may fax the Purchasing Dept. (617) 796-1227 or email to <a href="mailto:purchasing@newtonma.gov">purchasing@newtonma.gov</a> with your NAME, ADDRESS, PHONE, FAX AND INVITATION FOR BID NUMBER.

The City of Newton will reject any and all bids when required to do so by the above referenced General Laws. In addition, the City of Newton reserves the right to waive any informalities in any or all bids, or to reject any or all bids (in whole or in part) if it be in the public interest to do so.

CITY OF NEWTON

Rositha Durham Chief Procurement Officer

July 28, 2011

#### DEPARTMENT OF PURCHASING

#### INSTRUCTIONS TO BIDDERS

#### **ARTICLE 1 - BIDDER'S REPRESENTATION**

- 1.1 Each General Bidder (hereinafter called the "Bidder") by making a bid (hereinafter called "bid") represents that:
- 1.2 The Bidder has read and understands the Contract Documents and the bid is made in accordance therewith.
- 1.3 The Bidder has visited the site and is familiar with the local conditions under which the Work has to be performed.
- 1.4 Failure to so examine the Contract Documents and site will not relieve any Bidder from any obligation under the bid as submitted.

#### **ARTICLE 2 - REQUEST FOR INTERPRETATION**

- 2.1 Bidders shall promptly notify the City of any ambiguity, inconsistency, or error which they may discover upon examination of the Contract Documents, the site, and local conditions.
- 2.2 Bidders requiring clarification or interpretation of the Contract Documents shall make a written request to the *Chief Procurement Officer* at <u>purchasing@newtonma.gov</u> or via facsimile (617) 796-1227. The City will answer such requests if received Friday, August 5, 2011, at 12:00 noon.
- 2.3 Interpretation, correction, or change in the Contract Documents will be made by Addendum which will become part of the Contract Documents. The City will not be held accountable for any oral instruction.
- 2.4 Addenda will be emailed to every individual or firm on record as having taken a set of Contract Documents.
- 2.5 Copies of addenda will be made available for inspection at the location listed in the Invitation for Bids where Contract Documents are on file, in addition to being available online at www.ci.newton.ma.us/bids.
- 2.6 Bidders or proposers contacting ANY CITY EMPLOYEE regarding an Invitation for Bid (IFB) or a Request for Proposal (RFP), outside of the Purchasing Department, once an IFB or RFP has been released, may be disqualified from the bidding process.
- 2.7 Bidders downloading information off the internet web site are soley responsible for obtaining any addenda prior to the bid opening. If the bidder makes themselves known to the Purchasing Dept. at <a href="mailto:purchasing@newtonma.gov">purchasing@newtonma.gov</a> or via facsimile (617) 796-1227, they shall be placed on the bidder's list. Bidders must provide the Purchasing Dept. with their company's name, street address, city, state, zip, phone, fax, email address and INVITATION FOR BID #12-07.

#### **ARTICLE 3 - MBE PARTICIPATION**

- 3.1 Notice is hereby given that the Mayor's Affirmative Action Plan for the City of Newton, dated December 1999 is applicable to all construction contracts in excess of \$10,000.00. A copy of this plan is on file at City of Newton Purchasing Department.
- 3.2 Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 and the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program is applicable to all City contracts for goods and services in excess of \$50,000.00. Copies of these plans are incorporated in the bidding documents.

#### **ARTICLE 4 - PREPARATION AND SUBMISSION OF BIDS**

- 4.1 Bids shall be submitted on the "Bid Form" as appropriate, furnished by the City.
- 4.2 All entries on the Bid Form shall be made by typewriter or in ink.
- 4.3 Any quantities indicated on the Bid Form or elsewhere in the Project Manual or Drawings are estimates only and are given solely as a basis for the comparison of bids. The City does not by implication or otherwise guarantee them to be even approximately correct. The Contractor shall have no claim for additional compensation, or refuse to do the work called for, by reason of the actual quantities involved being greater or lesser by any amount than those called for in the proposal.
- 4.4 Where so indicated on the Bid Form, sums shall be expressed in both words and figures. Where there is a discrepancy between the bid sum expressed in words and the bid sum expressed in figures, the words shall control.
- 4.5 All proposals which contain abnormally high prices, or abnormally low prices, for any class of work, or those which contain unbalanced bidding in any form or manner may be rejected as informal.
- 4.6 Bid Deposits shall be submitted in the amount specified in the Invitation for Bids. They shall be made payable to the City of Newton and shall be either in the form of cash, certified check, treasurer's or cashier's check issued by a responsible bank or trust company, or a bid bond issued by a surety licensed to do business in the Commonwealth of Massachusetts; and shall be conditioned upon the faithful performance by the principal of the agreements contained in the bid.
- 4.7 Bid deposits of the three (3) lowest responsible and eligible Bidders shall be retained until the execution and delivery of the Owner/Contractor agreement.
- 4.8 The Bid, including the bid deposit shall be enclosed in a sealed envelope with the following plainly marked on the outside:
  - GENERAL BID FOR:
  - NAME OF PROJECT AND INVITATION NUMBER
  - BIDDER'S NAME, BUSINESS ADDRESS, AND PHONE NUMBER
- 4.9 Date and time for receipt of bids is set forth in the Invitation for Bids.
- 4.10 Timely delivery of a bid at the location designated shall be the full responsibility of the Bidder.

#### **ARTICLE 5 – ALTERNATES**

- 5.1 Each Bidder shall acknowledge Alternates (if any) in Section C on the Bid Form.
- 5.2 In the event an Alternate does not involve a change in the amount of the base bid, the Bidder shall so indicated by writing "No Change", or "N/C" or "0" in the space provided for that Alternate.
- 5.3 Bidders shall enter on the Bid Form a single amount for each Alternate which shall consist of the amount for work performed by the Contractor.
- 5.4 The low Bidder will be determined on the basis of the sum of the base bid and the accepted alternates.

#### **ARTICLE 6 - WITHDRAWAL OF BIDS**

- 6.1 Any bid may be withdrawn prior to the time designated for receipt of bids on written or telegraphic request. Telegraphic withdrawal of bids must be confirmed over the Bidder's signature by written notice postmarked on or before the date and time set for receipt of bids.
- 6.2 Withdrawn bids may be resubmitted up to the time designated for the receipt of bids.

6.3 No bids shall be withdrawn for sixty days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids.

#### **ARTICLE 7 - CONTRACT AWARD**

- 7.1 The City of Newton will award the contract to the lowest responsive and responsible Bidder within sixty days, Saturdays, Sundays, and legal holidays excluded after the opening of bids.
- 7.2 The City of Newton reserves the right to waive any informalities in or to reject any or all Bids if it be in the public interest to do so.
- As used herein, the term "lowest responsive and responsible Bidder" shall mean the Bidder (1) whose bid is the lowest of those bidders whose bid conforms in all respects to the Invitation for Bids and who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance; (2) who shall certify that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (3) who, where the provisions of section eight B of chapter twenty-nine apply, shall have been determined to be qualified thereunder.
- 7.4 It is the purpose of the City not to award this contract to any bidder who does not furnish evidence satisfactory to the Chief Procurement Officer that he has the ability and experience in this class of work and that he has sufficient capital and plant to enable him to prosecute the same successfully and to complete it within the specified time and that he will complete it in accordance with the terms thereof.
- 7.5 Subsequent to the award and within five (5) days, Saturday, Sundays and legal holidays excluded, after the prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the City a Contract in the form included in the Contract Documents in such number of counterparts as the City may require.
- 7.6 In the event that the City receives low bids in identical amounts from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

#### **ARTICLE 8 – TAXES**

- 8.1 The Bidder shall not include in this bid any tax imposed upon the sale or rental of tangible personal property in this Commonwealth, such as any and all building materials, supplies, services and equipment required to complete the work.
- The City is exempt from payment of the Massachusetts Sales Tax, and the Bidder shall not include any sales tax on its bid. The City's exemption Number is E-046-001-404.
- 8.3 In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

#### **DEPARTMENT OF PURCHASING**

#### **BID FORM #12-07**

**A.** The undersigned proposes to furnish all labor, materials, tools, equipment, transportation and supervision required to perform all work in accordance with the Project Manual prepared by the City of Newton entitled:

## SUPPLY & DELIVER PAPER SUPPLIES TO NEWTON PUBLIC SCHOOLS CAREER AND VOCATIONAL TECHNICAL EDUCATION DEPARTMENT

В.	This bid inclu	udes addenda number(	s),,,							
C.	The contract	The contract price(s) will be: (Totals from the attached Itemized Bid Form must be placed here)								
	(Written wor	<b>d</b> )		and \$						
	Gra	and Total (From ex	xecution of the contract throug	gh August 31, 2012						
IMPO	RTANT: Aw	ard will be made to	o the lowest responsive and re	sponsible bidder by	line item.					
propos inform alterna	sed substitute nation which ate product i	e as well as provide will support or oth nformation (listed a	d, the bidder shall so indicate data sheets, catalog cuts, per derwise prove equality; such peabove) is not provided at the tRED IF BIDDING AN APPRO	formance and test d roof rests entirely w ime of the bid the b	ata, and any other ith the bidder. If the					
Signat	ure:			Date:						
Name:	:		Title:							
Comp	any:		Telephone:	Fax:						
Addre	ss:		City:	State:	Zip:					
E-mail	<b>I</b>									
D.	The undersig	ned has completed and	d submits herewith the following do	ocuments:						
		Signed Bid Form, 2 <sub>1</sub>	pages							
		Bidder's Qualification	ons and References Form, 2 pages							
		Certificate of Non-C	follusion, 1 page							
		Bid List Sheets, 8 pa	ages							

<b>E.</b>	The undersigned agrees that, if selected as general contractor, s/he will within five days, Saturdays, Sundays and legal
	holidays excluded, after presentation thereof by the City of Newton, execute a contract in accordance with the terms of
	this bid.

The undersigned hereby certifies that it is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that they will comply fully with all laws and regulations applicable to awards made subject to M.G.L. Chapter 30B.

The undersigned further certifies under the penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L. Chapter 29, Section 29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

ignatory)
(FAX)

**NOTE:** If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

#### BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City of Newton for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

FIRM	NAME:
WHEN	N ORGANIZED:
INCOI	RPORATED? YES NO DATE AND STATE OF INCORPORATION:
IS YO	UR BUSINESS A MBE?YESNO WBE?YESNO or MWBE?YES
	ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICI
	E YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?  _ YES NO S, WHERE AND WHY?
	E YOU EVER DEFAULTED ON A CONTRACT? YES NO S, PROVIDE DETAILS.
LIST	YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:
FIRM	E SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETE SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACT PREFERRED, BUT NOT MANDATORY.
FIRM BE LIS	SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRAC

DOLLAR AMOUNT: \$		DATE COMPLETED:
PUBLICLY BID?Y	YESNO	
TYPE OF WORK?:		
CONTACT PERSON:		TELEPHONE #:)
CONTACT PERSON'S RE	LATION TO PROJECT?:	
	(i.e.,	contract manager, purchasing agent, etc.)
OWNER:		
CITY/STATE:		<del>-</del>
DOLLAR AMOUNT: \$		DATE COMPLETED:
	YES NO	
TYPE OF WORK?:		
CONTACT PERSON:		TELEPHONE #: ()
CONTACT PERSON'S RE		
	(i.e.,	contract manager, purchasing agent, etc.)
DDOJECT NAME.		
		DATE COMPLETED:
		DATE COMPLETED.
	YESNO	
CONTACT PERSON		TELEPHONE # ( )
		TELEPHONE #: ()
CONTACT PERSONS RE		
	(1.e.,	contract manager, purchasing agent, etc.)
PROJECT NAME:		
CITY/STATE:		
DOLLAR AMOUNT: \$		DATE COMPLETED:
	YESNO	
CONTACT DEDCOM.		TELEPHONE #:()
	LATION TO PROJECT?:	\
		contract manager, purchasing agent, etc.)
requests any person, firm, o		erein is complete and accurate and hereby authorizes and formation requested by the City of Newton in verification of the s and experience.
DATE:	BIDDER:	
SIGNATURE:		
PRINTED NAME:		TITLE:

**END OF SECTION** 

10.

#### **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that submitted in good faith and without collusion or fraud w mean any natural person, business, partnership, corporat individuals.	ith any other person. As used in this certif	ication, the word "person" shall
	(Signature of individual)	
	Name of Business	

#### CITY OF NEWTON, MASSACHUSETTS

#### PURCHASING DEPARTMENT

#### GENERAL TERMS AND CONDITIONS

- 1. The right is reserved to reject any and all bids, to waive informalities, and to make award as may be determined to be in the best interest of the City of Newton.
- 2. Interpretation, correction, or change in the Contract Documents will be made by Addendum which will become part of the Contract Documents. The City will not be held accountable for any oral instruction.
- 3. Addenda will be emailed to every individual or firm on record as having downloaded a set of Contract Documents. Addenda will also be posted on the City's website at <a href="www.ci.newton.ma.us/bids">www.ci.newton.ma.us/bids</a>. Any bidder downloading the IFB and any plans for a City bid shall email their company's information along with the IFB # and Project Title that they downloaded. You will then be added to the bidder's list and email distribution list.
- 4. Prices quoted must include inside delivery to the NPS department, as specified on the Purchase Order.
- 5. No charges will be allowed for packing, crating, freight, Express or cartage unless specifically stated and included in the bid.
- 6. The award to the successful bidder may be cancelled if successful bidder shall fail to prosecute the work with promptness and diligence.
- 7. Time in connection with discount offered will be computed from the date of delivery to the City, as specified on purchase order, or from date correct invoice is received by the City, if the latter date is later than the date of delivery.
- 8. The successful bidder shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Sellor.
- 9. The Sellor shall indemnify and save harmless the City and all persons acting for on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Seller, within a reasonable time, will at it's expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment or apparatus, and refund the sums paid therefor.
- 10. All bids shall be based on the quantities set forth on the attached bid sheets. These quantities shall be used as a basis for the comparison of the bid proposals. It is agreed that the quantities given in this bid are assumed solely as a basis for the comparison of the bids. While the quantities are based on the City's best estimates of the work to be performed during the term of this Contract, the City does not expressly or by implication agree that the actual amount of work will even approximately correspond herewith, and the City reserves the right to increase or diminish the amount of any class or portion of the work as it may deem necessary, without change of price per unit of quantity.
- 11. The successful bidder shall comply with all applicable Federal State and Local laws and regulations.
- 12. Purchases made by the City are exempt from Federal excise taxes and bid prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
- 13. If so stated in the Invitation For Bid the successful bidder will be required to furnish a performance and/or a labor and material payment bond, in an amount, in a form and with a surety satisfactory to the City. The bidder shall be responsible for the cost of the bond(s).
- 14. If the Invitation for Bids requires bid surety, this surety shall be in the form of a cash, bid bond, cashier's check, treasurer's check, or certified check on a responsible bank, payable to the City of Newton, and must be filed with the original bid in the Office of the Purchasing Agent. Failure to do so will lead to rejection of bid. The bid surety will be returned to the successful bidder within seven (7) days execution of awarded, and approval by the City of performance and/or payment bond(s). In case of default, the bid surety shall be forfeited to the City.

- 15. Verbal orders are not binding on the City and deliveries made or work done without formal Purchase Order or Contract are at the risk of the Sellor or Contractor and may result in an unenforceable claim.
- 16. The Sellor shall agree to indemnify, defend and hold the City harmless from any and all claims arising out of the performance of this contract.
- 17. "Equality An item equal to that named or described in the specifications of the contract may be furnished by the Vendor and the naming of any commercial name, trademark or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design; (2) it will perform at least equally the function imposed by the general design for the work being contracted for or the material being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in the specifications. The name and identification of all materials other than the one specifically named shall be submitted to the City in writing for approval, prior to purchase, use or fabrication of such items. Subject to the provisions of M.G.L., Ch. 30, Sec. 39J, approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the Vendor's expense. All directions, specifications and recommendations by manufacturers for installation, handling, storing, adjustment and operation of their equipment shall be complied with; responsibility for proper performance shall continue to rest with the Vendor.

For the use of material other than the one specified, the Vendor shall assume the cost of and responsibility for satisfactorily accomplishing all changes in the work as shown. If no manufacturer is named, the Vendor shall submit the product he intends to use for approval of the City.

Except as otherwise provided for by the provisions of M.G.L., Ch. 30, Sec. 39J, the Vendor shall not have any right of appeal from the decision of the City condemning any materials furnished if the Vendor fails to obtain the approval for substitution under this clause. If any substitution is more costly, the Vendor shall pay for such costs."

- 18. Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 is applicable to all City of Newton contracts for materials and supplies. A copy of this plan may be obtained from the Purchasing Department.
- 19. Notice is hereby given that the City of Newton Minority Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-discrimination and Affirmative Action Program is appucable to all City of Newton contracts in excess of \$50,000.00. A copy of these plans may be obtained from the Purchasing Department.
- 20. In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

#### 21. Right To Know:

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L., Ch. 111F, SS8, 9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. Ch. 111F, SS 7 and the regulations contained in 441 CMR SS 21.05. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F of the M.G.L. are cautioned to obtain and read the law and rules and regulations referred to above. Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA 02133, (617-727-2834) for \$2.00 plus \$.65 postage.

FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS COULD RESULT IN THE CANCELLATION OF YOUR CONTRACT

#### **CERTIFICATE OF AUTHORITY - CORPORATE**

1.	I hereby certify that I am the Clerk/Secretary of
	(insert full name of Corporation)
2.	corporation, and that
	corporation, and that (insert the name of officer who signed the <u>contract and bonds</u> .)
3.	is the duly elected
	is the duly elected (insert the title of the officer in line 2)
4.	of said corporation, and that on
	(insert a date that is <b>ON OR BEFORE</b> the date the officer signed the <b>contract and bonds</b> .)
	at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that
5.	the (insert <b>name</b> from line 2) (insert <b>title</b> from line 3)
	(insert <b>name</b> from line 2) (insert <b>title</b> from line 3)
	of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.
6.	ATTEST: AFFIX CORPORATE  (Signature of Clerk or Secretary)* SEAL HERE
	(Signature of Clerk or Secretary)* SEAL HERE
7.	Name:(Please print or type name in line 6)*
	(Please print or type name in line 6)*
8.	Date: (insert a date that is <i>ON OR AFTER</i> the date the
	(insert a date that is <i>ON OR AFTER</i> the date the officer signed the <b>contract and bonds</b> .)
	officer organic die contract and points.

<sup>\*</sup> The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

#### **ATTESTATION**

Pursuant to MG c. 62C, § 49A, the undersigned acting on behalf of the Contractor, certifies under the penalties of perjury that, to the best of the undersign's knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.\*

**Signature of Individual or Corporate Contractor (Mandatory)	*** Contractor's Social Security Number (Voluntary) or Federal Identification Numb			
By:Corporate Officer	Date:			
(Mandatory, if applicable)				

- \* The provision in the Attestation relating to child support applies only when the Contractor is an individual.
- \*\* Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.
- \*\*\* Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of GL c. 62C, § 49A.

#### NEWTON PUBLIC SCHOOLS SUPPLY AND DELIVER PAPER SUPPLIES TO CAREER AND VOCATIONAL TECHNICAL EDUCATION DEPARTMENT

#### 1.0 Scope

- 1.1 Newton Public Schools (NPS) is accepting bids for Paper Supplies as per the bid list attached. All bids must be submitted in the manner and form prescribed by the Specifications which control award of the contract. Bid award will be made to the lowest responsive and responsible bidder for all line items based on Grand Total. Any bidder not providing prices for all line items may be deemed non-responsive and therefore rejected.
- 1.2 NPS intends to enter into a contract for the supply and delivery of paper supplies for approximately twelve (12) months beginning upon contract execution and extending through August 31, 2012. These paper supplies are needed to operate the Newton Public Schools Career and Vocational Technical Education Department program. This contract shall be subject to appropriation and /or continuation of funding.
- 1.3 Quantities specified are based on a census taken by Newton Public Schools. Newton Public Schools reserves the right to increase or decrease quantities to be ordered within the time limits set forth in the bid, but no increase shall exceed twenty five percent of the total contract price.
- 1.4 All prices shall be F.O.B. Destination inside two (2) school locations within the City of Newton to start on or about August 22, 2011.
- 1.5 All delivery of orders is time sensitive. Complete orders must be received within 24 hours from an order placed via on-line, telephone or email. An exception is only allowed with pre-approval from an authorized NPS **CVTE** employee.

#### 2.0 Description and Quality

- 2.1 Wherever items are specified by trade name, manufacturer, or dealer's catalog number, or by any other reference, it shall be taken to mean the items as this described or any other item equal thereto in quality, finish, durability, compatibility, safety and serviceability for the purpose for which it is intended. If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. When the bidder does not state the brand, it is understood that the offer is exactly as specified. Final decisions concerning the quality of items, other than those specifically designated, is to rest with the Newton Public Schools whose determination shall be final and conclusive. Contractors shall guarantee quality control of all goods at no additional cost to the City. Samples shall be furnished free-of-charge upon request and may be retained for future comparisons. Samples and literature must be provided within three (3) days after the request.
- 2.2 Newton Public Schools encourages environmentally preferable products, i.e., products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service: 1) emphasis on multiple environmental considerations such as recycled content, energy and water efficiency, renewable resource use and toxicity considerations rather than any single environmental feature; 2) evaluation of environmental impacts throughout the life cycle of the product which includes impacts during the manufacture, use and disposal of the product; and 3) recognition of cost and performance remain critical factors in all purchasing decisions. All products must be latex free and nut free.

2.3 Material Safety Data Sheets must be forwarded to the Purchasing Department, Newton Public Schools, 100 Walnut Street, Newtonville, MA 02460, within thirty (30) days after the bid award. All products must be properly labeled with the product name, manufacturer's name, address and emergency telephone number, ingredients, cautions, warnings, hazard rating and first aid.

#### 3.0 Delivery

- 3.1 Complete orders must be received within 24 hours from the time an order is placed via on-line, telephone or email. An exception is only allowed with pre-approval in writing by an authorized CVTE Newton Public Schools employee.
- 3.2 All packages, cartons, or other containers must be clearly marked with a) the school designation, b) a packing slip with contents or item number from specifications, c) the number of boxes on shipment, d) the purchase order number and e) the vendor's name and order number.
- 3.3 Deliveries shall be made to two buildings at the following locations: NNHS CVTE Dept, 457 Walnut Street, Newtonville, MA 02460 **OR** Ed Center, 100 Walnut Street, Newtonville, MA 02460.
- Deliveries shall be made between the hours of 7:30 am. 4:00 pm., Monday through Friday. Deliveries to the inside of the buildings, trucks must have power tailgates and pallet jacks and vendors are cautioned to notify their shipping contractors that adequate assistance must be provided at the point of delivery. No sidewalk deliveries will be accepted.
- 3.5 The equipment used in the transportation and delivery of paper products for the Newton Public Schools shall be maintained in a sanitary condition at all times. The equipment shall be subject to unannounced inspections by a Newton Public Schools representative at any time. All vehicles must turn off their engines while making deliveries.

#### 4.0 Payment

- 4.1 Invoices shall be billed to Accounts Payable, Newton Public Schools, 100 Walnut Street, Newtonville, Massachusetts 02460.
- 4.2 Invoices must be in duplicate, by school, including the a) purchase order number, b) school name, c) item number, d) quantities, e) description, f) unit price and g) totals.

#### FY 2012 Estimated Twelve (12) months Paper Products Bid List:

Quantities are estimates only. The City makes no guarantees as to quantities. Prices bid shall include inside delivery as indicated within the scope of this bid.

\* MUST include manufacturer's brand name, product # and unit size with bid.

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				Est.		If Approved Equal: List
Category	Description	Unit Size	Unit Cost	Qty.	<b>Total Cost</b>	brand name, product #, unit size
	•	5000				
DOMTAR	DOMTAR COLORS	SHEETS	\$	10	\$	
COLORS MULTIPURPOSE	SALMON 8.5X11-10M 20/50	PER CARTON	Ψ		Ψ	
		2500				
DOMTAR	DOMTAR COLORS IVORY	SHEETS	\$		\$	
COLORS MULTIPURPOSE	11X17-20M 20/50	PER CARTON	Φ	10		
		5000				
DOMTAR	DOMTAR COLORS GREEN	SHEETS	\$	25	\$	
COLORS MULTIPURPOSE	8.5X11-10M 20/50	PER CARTON	Φ			
WEETH CRI OSE	0.51111 10111 20750	2500				
DOMTAR	DOMEAR COLORS CREEN	SHEETS	¢	10	\$	
COLORS MULTIPURPOSE	DOMTAR COLORS GREEN 11X17 20M 20/50	PER CARTON	\$			
MOLTH ORI OSE	11/11/ 2014/ 20/30	5000				
DOMTAR	DOLUTE DE COLORG	SHEETS	Φ.	20		
COLORS MULTIPURPOSE	DOMTAR COLORS ORCHID 8.5X11-10M 20/50	PER	\$	20	\$	
MULTIPURPOSE	ORCHID 8.3X11-10WI 20/30	CARTON 5000				
DOMTAR		SHEETS		30	\$	
COLORS	DOMTAR COLORS BLUE 8.5X11-10M 20/50	PER	\$	30	,	
MULTIPURPOSE	8.5X11-10M 20/50	CARTON 5000				
DOMTAR		SHEETS		20	\$	
COLORS	DOMTAR COLORS PINK	PER	\$	20	,	
MULTIPURPOSE	8.5X11-10M 20/50	CARTON 5000				
DOMTAR	DOMTAR COLORS	SHEETS		20	\$	
COLORS	GOLDENROD 8.5X11-10M	PER	\$	20	<del></del>	
MULTIPURPOSE	20/50	CARTON 2500				
DOMTAR		SHEETS		10	\$	
COLORS	DOMTAR COLORS BLUE	PER	\$	10	Ψ	
MULTIPURPOSE	11X17 -20M 20/50	CARTON 2500				
DOMTAR		SHEETS		10	\$	
COLORS	DOMTAR COLORS PINK	PER	\$	10	Ψ	
MULTIPURPOSE	11X17-20M 20/50	CARTON 5000		1		
DOMTAR		SHEETS		20		
COLORS	DOMTAR COLORS	PER	\$	30	\$	
MULTIPURPOSE	CANARY 8.5X11-10M 20/50	CARTON		1		
DOMTAR		2500 SHEETS		10		
COLORS	DOMTAR COLORS	PER	\$	10	\$	
MULTIPURPOSE	CANARY 11X17 20M 20/50	CARTON		1		
		5000		1.5		
DOMTAR		5000 SHEETS		15	\$	
COLORS	DOMTAR COLORS GRAY	PER	\$			
MULTIPURPOSE	8.5X11-10M 20/50	CARTON				

I	I	5000	I		1	l I
DOMTAR		SHEETS		1.5		
COLORS	DOMTAR COLORS IVORY	PER	\$	15	\$	
MULTIPURPOSE	8.5X11-10M 20/50	CARTON			T	
		5000				
	HUSKY COPY RECYCLED	SHEETS	\$	200		
SPECTRUM DP	92 BRI WHITE 8.5X11-20#	PER CARTON	Φ		\$	
SPECTRUM DP	92 BKI WIIITE 8.3X11-20#	2500				
		SHEETS				
PRIVATE LABEL	IMPACT WHITE MULTI 92	PER	\$	25	¢	
COPY	BRIGHT WHITE 11X17 20#	CARTON			\$	
		5000				
		SHEETS		40	\$	
PRIVATE LABEL	XEROCOPY WHITE 8.5X11	PER	\$	40		
COPY	10M 20#	CARTON				
	THICKY OFFSET WHITE	5000				
	HUSKY OFFSET WHITE	SHEETS	<b>c</b>	40	\$	
HUSKY OFFSET	SMOOTH 8.5X11-11.81M	PER	\$			
CUT	60#	CARTON				
		2500 SHEETS			Φ.	
HUSKY OFFSET	HUSKY OFFSET WHITE	PER	\$	100	\$	
CUT	SMOOTH 11X17-23.62M 60#	CARTON	Ψ			
		2000				
		SHEETS		_	\$	
HUSKY OFFSET	HUSKY OFFSET WHITE	PER	\$	5	Ψ	
CUT	SMOOTH 11X17 27.56M 70#	CARTON				
		1000				
	MOHAWK COLOR COPY	SHEETS		5	\$	
MOHAWK	PURE WHITE GLOSS	PER	\$	3		
COLOR COPY	20.5X14.3 61M 100#	CARTON				
	MOHAWK COLOR COPY	1000				
MOHANIZ	NEON WHITE TEXT 18X12	SHEETS	\$	5	\$	
MOHAWK		PER	Φ			
COLOR COPY	45.46m 100#	CARTON 5000				
	STRATH WRIT BRIGHT	SHEETS			Ф.	
STRATH	WHITE WOVE 8.5X11 ASM	PER	\$	5	\$	
WRITING CUT	24#	CARTON				
		2000				
	HITECH30 OPAQUE	SHEETS			\$	
HI-TECH OPQ	WHITE SMOO 11X17-23.5M	PER	\$	_	,	
CUT	60# FSC	CARTON		5		
	HITECH30 OPAQUE	1500				
III TECH ODO	WHITE SMOO 12X18-36.5M	SHEETS	\$		\$	
HI-TECH OPQ CUT	80# FSC	PER CARTON	Ψ	25		
CU1	JOH I DC	2000		23		
	HITECH50 OPAQUE	SHEETS			\$	
HI-TECH OPQ	WHITE SMOO 11X17-27.5M	PER	\$		Ψ	
CUT	70# FSC	CARTON		10		
	WITH GIVE OF LOTT	2000				
	HITECH30 OPAQUE	SHEETS			\$	
HI-TECH OPQ	WHITE SMOO 11X17-31.5M	PER	\$	1.5		
CUT	80# FSC	CARTON		15		
	HITECH30 OPAQUE	4000			_	
III TECH OPO	WHITE SMOO 8.5X11-	SHEETS	\$		\$	
HI-TECH OPQ CUT	13.75M 70# FSC	PER CARTON	Ψ	10		
CUI	13./31V1 /U# T'SC	2000		10		
	HITECH50 OPAQUE	SHEETS			\$	
HI-TECH OPQ	WHITE SMOO 12X18-	PER	\$		φ	
CUT	31.75M 70# FSC	CARTON		10		
		•	•			

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ROCKLAND OPQ	ROCKLAND OPAQUE BUFF 23X35-102M 60#	1000 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR COLORS OPAQUE BLUE 11X17- 23.62M 60#	2500 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR COLORS OPAQUE GOLDE 11X17- 23.62M 60#	2500 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR COLORS OPAQUE GREEN 11X17- 23.62M 60#	2500 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR COLORS OPAQUE CREAM 11X17- 27.56M 70#	2000 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR COLORS OPAQUE IVORY 23X35- 102M 60#	1500 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR OPAQUE COLORS ORCHI 23X35- 102M 60#	1500 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR OPAQUE COLORS CANAR 23X35- 102M 60#	1500 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR OPAQUE COLORS BLUE 23X35- 102M 60#	1500 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR OPAQUE COLORS PINK 23X35-102M 60#	1500 SHEETS PER CARTON	\$	2	\$	
DOMTAR OPAQUE COLOR CUT	DOMTAR OPAQUE COLORS GREEN 23X35- 102M 60#	1500 SHEETS PER CARTON	\$	2	\$	
SOPORSET OPAQUE CUT	SOPORSET PREMIUM OPAQUE WH 11X17-23.6M 60#	2500 SHEETS PER CARTON	\$	2	\$	
NEKOOSA DIGITAL COATED	NEKOOSA DIGITAL GLOSS COVE 18X12- 83.08M 100#	700 SHEETS PER CARTON	\$	30	\$	
NEKOOSA DIGITAL COATED	NEKOOSA DIGITAL GLOSS FSC 12X18-45.47M 100#	1250 SHEETS PER CARTON	\$	15	\$	
NEKOOSA DIGITAL COATED	NEKOOSA DIGITAL GLOSS FSC 12X18-66.46M 80#	800 SHEETS PER CARTON	\$	10	\$	

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NEKOOSA DIGITAL COATED	NEKOOSA DIGITAL GLOSS FSC 11X17-39.37M 100#	1500 SHEETS PER CARTON	\$	10	\$	
NEKOOSA DIGITAL COATED	NEKOOSA DIGITAL GLOSS COVER 11X17- 31.50M 80#	2000 SHEETS PER CARTON	\$	10	\$	
PLATINUM PARENT	PLATINUM GLOSS COVER FSC 26X40-320M 80#	125 SHEETS PER PKG	\$	2	\$	
PLATINUM PARENT	PLATINUM GLOSS COVER FSC 20X26-400M 100#	125 SHEETS PER PKG	\$	2	\$	
PLATINUM PARENT	PLATINUM GLOSS TEXT FSC 28X40-236M 100#	125 SHEETS PER PKG	\$	2	\$	
BOARD GRADES CUT	STELLAR C1S COVER 18X12 65M 12PT	800 PER CARTON	\$	5	\$	
MOHAWK LOOP SMOOTH CUT	MOHAWK LOOP SMOOTH SANDSTONE COVER 8.5X11 28.77M 80#	2000 SHEETS PER CARTON	\$	1	\$	
BRITEHUE CUT	BRITEHUE SEA BLUE 11X17 23.62M 60#	2500 SHEETS PER CARTON	\$	5	\$	
BRITEHUE CUT	BRITEHUE COVER SEA BLUE 11X17 46.76M 65#	1000 SHEETS PER CARTON	\$	5	\\$	
BRITEHUE CUT	BRITEHUE COVER SUN YELLOW 11X17 46.76M 65#	1000 SHEETS PER CARTON	\$	5	\$	
BRITEHUE CUT	BRITEHUE COVER ORANGE 11X17 46.76M 65#	1000 SHEETS PER CARTON	\$	5	\$	
PEGASUS CUT	PEGASUS DIG COV BRILL WHIT 18X12-83.07M 100#	750 SHEETS PER CARTON	\$	1	\$	
PEGASUS CUT	PEGASUS DIGITAL BRILL WHIT 18X12-31.83M 28#	1500 SHEETS PER CARTON	\$	1	\$	
CASCADES COVER CUT	HITECH50 COVER WHITE SMOOT 18x12 83M 100# FSC	750 SHEETS PER CARTON	\$	5	\$	
CASCADES COVER CUT	HITECH30 COVER WHITE SMOOT 18X12-66.5M 80# FSC	1000 SHEETS PER CARTON	\$	5	\$	

1		2000		
CASCADES COVER CUT	HITECH30 COVER WHITE SMOOT 8.5X11-23.5M 65# FSC	SHEETS PER CARTON	\$ 10	\$
CASCADES COVER	ROLLAND OPAQUE30 WHITE COV 26X40-400M 100# FSC	375 SHEETS PER CARTON	\$ 5	\$
CASCADES COVER	ROLLAND OPAQUE30 WHITE COV 26X40-320M 80# FSC	375 SHEETS PER CARTON	\$ 5	\$
CASCADES COVER	ROLLAND OPAQUE30 WHITE COV 20X26-160M 80# FSC	750 SHEETS PER CARTON	\$ 5	\$
MOHAWK FELTS COVER CUT	BECKETT EXPTRESSION CANDLELIGHT 25X38 160M 80# FSC	1000 SHEETS PER CARTON	\$ 1	\$
MOHAWK FELTS COVER CUT	BECKETT EXPTRESSION CANDLELIGHT 26X40 400M 100# FSC	250 SHEETS PER CARTON	\$ 1	\$
DOMTAR HOTS CUT	DOMTAR HOTS ORANGE FSC 8.5X11-11.82M 60#	5000 SHEETS PER CARTON	\$ 5	\$
DOMTAR HOTS CUT	DOMTAR HOTS DEEP ORANGE CO 8.5X11- 23.38M 65#	2500 SHEETS PER CARTON	\$ 5	\$
DOMTAR HOTS CUT	DOMTAR HOTS PERIWINKLE FSC 8.5X11 23.36M 65#	2500 SHEETS PER CARTON	\$ 5	\$
DOMTAR HOTS CUT	DOMTAR HOTS ORANGE FSC 11X17-23.62M 60#	2500 SHEETS PER CARTON	\$ 5	\$
DOMTAR INDEX PARENT	DOMTAR INDEX BLUE 22.5X35-223M 110# GL	500 SHEETS PER CARTON	\$ 1	\$
DOMTAR INDEX PARENT	DOMTAR INDEX SALMON 22.5X35-223M 110# GL	500 SHEETS PER CARTON	\$ 1	\$
DOMTAR INDEX PARENT	DOMTAR INDEX CANARY 22.5X35-223M 110# GL	500 SHEETS PER CARTON	\$ 1	\$

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DOMTAR INDEX PARENT	DOMTAR INDEX IVORY 22.5X35-223M 110# GL	500 SHEETS PER CARTON	\$ 1	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL GOLD 8.5X11- 19.54M 67#	2000 SHEETS PER CARTON	\$ 10	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL ORCHID 8.5X11- 19.54M 67#	2000 SHEETS PER CARTON	\$ 10	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL GREEN 8.5X11- 19.54M 67#	2000 SHEETS PER CARTON	\$ 10	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL GREEN 11X17- 39.08M 67#	2000 SHEETS PER CARTON	\$ 10	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL PINK 8.5X11- 19.54M 67# 2000/CTN	2000 SHEETS PER CARTON	\$ 10	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL CANAY 8.5X11- 19.54M 67# 2000/CTN	2000 SHEETS PER CARTON	\$ 10	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL BLUE 8.5X11- 19.54M 67# 2000/CTN	2000 SHEETS PER CARTON	\$ 10	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL WHIT 8.5X11- 19.54M 67# 2M/CTN	2000 SHEETS PER CARTON	\$ 10	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL GOLD 8.5X11- 19.54M 67# 2000/CTN	2000 SHEETS PER CARTON	\$ 10	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL BLUE 11X17- 39.08M 67# 1M/CTN	1000 SHEETS PER CARTON	\$ 5	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL CANARY 11X17- 39.08M 67# 1M/CTN	1000 SHEETS PER CARTON	\$ 5	\$
DOMTAR VEL BRIS CUT	DOMTAR VELLUM BRISTOL IVORY 11X17- 39.08M 67# 1M/CTN	1000 SHEETS PER CARTON	\$ 5	\$
DOMTAR VEL BRIS PAR	DOMTAR VELLUM BRISTOL GREE 23X35- 168M 67# 750/CTN	750 SHEETS PER CARTON	\$ 1	\$

EXACT BRISTOL CUT	EXACT VELLUM BRISTOL ORCHI 8.5X11-19.54M 67# 2000/CN	2000 SHEETS PER CARTON	\$ 10	\$
EXACT INDEX PARENT	EXACT INDEX CHERRY 22.5X35-223M 110# 500/CTN	500 SHEETS PER CARTON	\$ 1	\$
NEKOOSA PRECOLLATE D CUT	NEKOOSA CARBONLESS U20 8.5X11-2PART 2500 SETS/CTN	2500 SETS PER CARTON	\$ 10	\$
COPIER TABS	XERO TABS FOR COPIER WHITE 90# INDEX SINGEL REV 1250/CTN	1250 PER CARTON	\$ 5	\$
NEKOOSA UNCOLLATED CUT	NEKOOSA CARBONLESS 8.5X11-20# BLUE CF 5M/CTN	5000 SHEETS PER CARTON	\$ 1	\$
NEKOOSA UNCOLLATED CUT	NEKOOSA CARBONLESS 8.5X11-20# BLUE CB 5M/CTN	5000 SHEETS PER CARTON	\$ 1	\$
NEKOOSA PRECOLLATE D CUT	NEKOOSA CARBONLESS 8.5X11-3 PART REV 1670/CTN	1670 SETS PER CARTON	\$ 5	\$
PRESSURE SENS SHEETS	IMPACT PRESS SENS COUGAR OPQ 26X20 60# WHITE 500/CTN	500 SHEETS PER CARTON	\$ 1	\$
PRESSURE SENS SHEETS	IMPACT PRESS SENS COUGAR OPQ 17.25X22.25 60# WHITE 500/CTN	500 SHEETS PER CARTON	\$ 1	\$
ROLLAND OPQ A-SIZE	A-7 70# ROLLAND OPAQUE50 F WHITE SMOOTH ENVS 1000/CN	1000 ENVS PER CARTON	\$ 7	\$
ROLLAND OPQ A-SIZE	A-6 70# ROLLAND OPAQUE50 F WHITE SMOOTH ENVS 1000/CN	1000 ENVS PER CARTON	\$ 7	\$
ROLLAND OPQ A-SIZE	A-2 70# ROLLAND OPAQUE30 F WHITE SMOOTH ENVS 1000/CN	1000 ENVS PER CARTON	\$ 7	\$
COMMERCL & OFF	IMPACT WHITE WOVE #10-24 WINDOW WHITE WOVE ENVS 2500/CTN #30013	2500 ENVS PER CARTON	\$ 8	\$
COMMERCL & OFF	IMPACT #10-24 WINDOW WHITE WOVE ENVS 2500/CTN #55310	2500 ENVS PER CARTON	\$ 4	\$
COMMERCL & OFF	IMPACT #6-3/4-24 WHITE WOVE REGULAR ENVS 5M/CTN #30015	5000 ENVS PER CARTON	\$ 2	\$

COMMERCL & OFF	IMPACT ENVELOPES WHITE WOVE #9-24# 2500/CTN #55303	2500 ENVS PER CARTON	\$	4	\$
CATALOG ENVS	6.5X9.5 28# BROWN KRAFT OE CLASP ENVS 100/BOX 500/CTN	500 ENVS PER CARTON	\$	2	\$
BOXES	STATIONERY BOXES R-1 GRAY 8.5X11 2" 200 TOP/BOTTOM PER CTN	200 BOXES PER CARTON	\$	5	\$
BOXES	STATIONERY BOXES RB1 GRAY 11X4"-150 TOP/BOTTOM PER CN	150 BOXES PER CARTON	\$	5	\$
CHIPBOARD	PADDING BOARD 22.5X34.50 APPROX 90/BL (50 LBS) 530M	50 lbs PER BUNDLE	\$	10	\$
CHIPBOARD	PADDING BOARD 11X17- .030 APPROX 374/BNDL	50 lbs PER BUNDLE	\$	10	\$
MOHAWK	COLOR COPY PAPER 11X17 WHITE #65CVR	1250 PER CARTON	\$	4	\$
KROMCKOTE	12X18 12PT. CIS	800 PER CARTON	\$	4	\$
BOXES	BUSINESS CARD BOXES 3 3/4X2 1/4X1 3/4	100 BOXES PER CARTON	\$	2	\$
CORRUGATED CARTONS & BOXES	CORRUGATED CARTON 32ECT 17.25" X 11.25"	25 CARTONS PER BUNDLE	\$	4	\$
BUSINESS PROD, SUPPLIES	LASER LABEL 2 5/8"X 1" WHITE	7500 PER BOX	\$	2	\$
		GRAN	D TOTAL		\$

Grand Total must be placed in Paragraph "C" of the Bid Form.

### APPROVED EQUAL SPECS INCLUDING BRAND NAME, PRODUCT #, UNIT SIZE MUST BE INCLUDED OR VENDOR MAY BE DEEMED NON-RESPONSIVE.

Any references to any brand name or proprietary product in the specifications shall require the acceptance of an equal or better brand. The successful Contractor must provide specifics regarding product description, brand name, product size, etc. Samples may be requested before a final decision is made. The School Department has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

IMPORTANT: Award will be made to the lowest responsive and responsible bidder based on the lowest Grand Total for ALL items.

<sup>\*</sup>Brand Name "Or Approved Equal"